

Downstream Notification Letter
Revised September 2016

(ENGINEERING FIRM LETTERHEAD)

(NAME)
(ADDRESS)

Re: Stormwater Management Concept Plan
for (Subdivision or Project Name)
M-NCPPC Plan Number (if applicable)
Stormwater Management File No. (if
available)

Dear (Addressee):

In accordance with Montgomery County Executive Regulation 7-02AM, this letter is to notify you of the above referenced application to the Montgomery County Department of Permitting Services (DPS). This application is for approval of a stormwater management concept plan, which may or may not be a part of a preliminary plan of subdivision. Copies of the preliminary plan (if applicable) and the proposed stormwater management concept plan are enclosed for your information. These plans are being sent to show the location of the project only. These plans have not been reviewed by DPS and the proposed design may change substantially during the course of the review. Detailed comments about the design of the project are not being solicited.

The stormwater management concept plan will be acted upon by DPS prior to action by the Montgomery County Planning Board on the Preliminary Plan of Subdivision (if applicable), or prior to the review of detailed construction plans. DPS review of the stormwater management concept plan is for the purpose of stormwater management compliance only. You, as an adjacent/downstream landowner, may provide in writing to DPS any information which you feel DPS should be aware of during our review of the proposed stormwater management concept plan, such as a history of wet basement issues, roadway flooding, or other water runoff related issues in the vicinity of the project site which you think should influence action taken by DPS when determining stormwater runoff compliance requirements for this project.

Written comments must be addressed to:

Mark C. Etheridge, Manager
Montgomery County Department of Permitting Services
Water Resources Section
255 Rockville Pike, 2nd Fl.
Rockville, MD 20850-4166
Mark.etheridge@montgomerycountymd.gov

Comments must be delivered within three weeks of receipt of this notice which has been sent by Certified Mail, and may be submitted in writing or via email.

Sincerely,

(YOUR NAME)

Enclosures (LIST)